

**MANSFIELD DOWNTOWN PARTNERSHIP
BOARD OF DIRECTORS
Thursday, March 5, 2015
Mansfield Town Hall
Town Council Chambers**

4:00 PM

MINUTES

Present: Steve Bacon, Harry Birkenruth, Tom Callahan, Mona Friedland, Matt Hart, Riley Hasson, George Jones, Mike Kirk, Philip Lodewick, Toni Moran, Betsy Paterson (by phone), Shamim Patwa, Paul Shapiro, and Bill Simpson

Staff: Cynthia van Zelm, Kathleen Paterson, Sarah Delia, Partnership attorney John Zaccaro (by phone)

1. Call to Order

President Philip Lodewick called the meeting to order at 4:04 pm.

2. Opportunity for Public to Comment

There was no public comment.

3. Approval of Minutes of February 5, 2015

Toni Moran made a motion to approve the minutes of February 5, 2015. Matt Hart seconded the motion. The motion was approved.

Steve Bacon made a motion to add a communication to the Planning and Zoning Commission regarding Mansfield Tomorrow: Plan of Conservation and Development to the agenda after Agenda Item #8. Harry Birkenruth seconded the motion. The motion was approved.

4. Executive Director Report

Cynthia van Zelm announced there will be a Partnership public hearing on LeylandAlliance's zoning permit application for the Main Street Homes in the Town Hall Council Chambers on April 14 at 7:00 pm. LeylandAlliance will provide the application to Ms. van Zelm on March 12. The Planning and Design Committee will meet on March 17 to review the preliminary application. The goal is for approval by the Town's Director of Planning and Development by May.

Ms. van Zelm said the artist has completed the sculpture for the Town Square and would like to come in and install the base for the piece next week; however, planning must be scheduled around the weather and ground conditions. The polycarbonate for the stage roof is coming in from Utah where it is being manufactured. The trellises are also on track. The Partnership is tentatively planning a private donor event for May 1, with a public ribbon cutting ceremony to follow on the Town Square. There are three additional dates of May 15 and 29 and June 5 available if the event is not able to happen on May 1.

Ms. van Zelm reported that Kathleen Paterson has prepared the Save the Date flyer for the Festival. The flyer was passed out to Board members.

5. Continued Review of DRAFT Ordinances and Town Square Policies and Procedures

Ms. van Zelm reviewed the changes to the draft ordinances and Town Square policies and procedures suggested at the February Board meeting.

On the draft Streets and Sidewalks ordinance, the fee for delinquent sidewalk clearing was changed to \$100 from \$250.

Mona Friedland asked about signage in the parking garage delineating who to call in emergencies or non-emergency situations which may have security ramifications. Ms. van Zelm will follow-up with LeylandAlliance as they manage the garage.

Bill Simpson arrived.

On the draft Mansfield Town Square ordinance, the proposed preamble was added which affirms First Amendment rights.

On the same ordinance, the language was clarified to allow the Mansfield Downtown Partnership to develop and change policies and procedures for the Town Square.

John Zaccaro joined the meeting by phone.

Tom Callahan asked if the Partnership's authority for administering these policies is actually part of its role as the municipal development agency for Storrs Center. John Zaccaro suggested recognizing the Partnership's role as the municipal development agent for Storrs Center but adding the language "having acted as" which shows the relationship but not the direct correlation. The Board suggested adding language about the Partnership's role in the operations in Storrs Center to also set the stage for its role in developing the policies and procedures.

On the Request for Use of the Mansfield Town Square, a \$10 application fee to the Partnership was added as part of a request for an event taking place on the Town Square.

Mr. Callahan expressed concern about whether hate speech would need to be tolerated. Ms. Moran and Paul Shapiro said that the courts have generally protected free speech in public areas. Kathleen Paterson noted that the draft policies for the use of the Town Square note that state and federal laws must be followed.

There was a question about whether religious groups would be allowed to host events on the Town Square; Ms. van Zelm said they would be allowed access.

Ms. van Zelm reviewed changes in the draft Town Square policies and procedures:

- The term “event” is defined.
- Users of the Town Square must comply with the laws of State and Federal government.
- Fundraising will be allowed by non-profit organizations and schools.
- A policy was added that if alcohol is to be served it must be noted on the event application form.

On the draft Insurance Exhibit for the Public Use of Mansfield Town Square, it states that alcohol insurance is required if alcohol is served with the Town and the Mansfield Downtown Partnership listed as additionally insured.

On the Policy regarding Street Performers in the Mansfield Town Square, the fee charged to street performers changed from \$25 to \$10; fees are capped at \$75 total for a group; and the loss of a permit will require a \$10 replacement fee.

Ms. van Zelm presented a new draft Policies and Procedures for the Use of Alcohol on the Town Square. Alcohol will be limited to beer and wine. The question was raised as to how to limit the number of drinks per person; it was decided that it would not be possible to enforce so would not become a policy. Licensed bartenders would be needed for any event serving alcohol. They would be trained in overseeing the use of alcohol.

Mr. Hart asked if serving alcohol on the Town Square would conflict with the Town’s open container law. Ms. van Zelm will flag this for the Town Attorney’s review.

Shamim Patwa arrived.

Ms. Moran made a motion to endorse the

DRAFT Streets and Sidewalks Ordinance (revised and proposed town-wide)
DRAFT Dog Waste Ordinance (new and proposed town-wide)
DRAFT Mansfield Town Square Ordinance (new)
DRAFT Request for Use of the Mansfield Town Square
DRAFT Policies and Procedures Regarding Public Use of the Mansfield Town Square
DRAFT Insurance Exhibit for the Public Use of the Mansfield Town Square
DRAFT Policy regarding Street Performers in the Town Square

DRAFT Street Performer Application
DRAFT Policies and Procedures for Use of Alcohol on the Mansfield Town Square

Mr. Simpson seconded the motion. The motion was approved.

Ms. Friedland departed.

6. Four Corners Sewer and Water Study Advisory Committee Update

Matt Hart reported that a petition was filed with the State to request a public hearing on the Application for a Diversion Permit for the extension of the water system. The public hearing will be held on March 25 in the Town Hall Council Chambers.

With respect to the sewer project, a scoping process needs to be undertaken to determine if an Environmental Impact Evaluation needs to be done. A public scoping meeting will be held on March 18 in the Town Hall Council Chambers. The design is continuing and the Town is working with property owners on easements.

Mr. Callahan departed.

7. Report from Committees

Advertising and Promotion

Ms. Moran said that summer activities on the Town Square are being reviewed.

The ATION Group is working on creating a video about the downtown. The new logo will go to the Town Council in the next couple months.

Celebrate Mansfield Festival Sub-Committee

Ms. K. Paterson reported that the Save the Date postcards will be mailed tomorrow. The updated Festival website will go live on March 6.

Business Development and Retention

Ms. van Zelm reported that the Committee will meet on March 12.

Finance and Administration

Ms. van Zelm reported that the Committee received an update on the Main Street Homes from Howard Kaufman with Leyland. There is a model of the Main Street Homes site. Thus far, 17 units have been sold. An Open House will be held next week.

LeylandAlliance is feeling very positive about the response and have obtained their construction loan.

Membership Development

George Jones stated that the last meeting was missed because of weather; items on the agenda were deferred to the March meeting. The membership renewal letters for 2015 have gone out and memberships are coming in.

Nominating Committee

Mr. Lodewick indicated that two people are rolling off the Board and one person will be asked to serve their 2nd term. The Committee discussed people to fill the two vacant positions that will come available in July.

The Annual Meeting will be on June 11. Mr. Lodewick will follow-up with a potential speaker.

The Committee discussed a possible change in the Bylaws to allow for emeritus Board members. Ms. van Zelm and John Zaccaro will review potential language.

Mike Kirk departed.

Planning and Design

Mr. Bacon said the Committee met on February 17 and addressed a few outstanding issues.

The Committee is waiting to hear from EdR on how they would be addressing any potential need for radon mitigation in 8 Royce Circle and the Phase 2 buildings. Mr. Bacon reported that EdR did have radon testing done in 1 Dog Lane, 9 Dog Lane, and 1 Royce Circle and readings had come in below EPA guidelines for recommended action.

The review of Educational Playcare's checklist in the Sustainability Guidelines has been pushed back to the April meeting.

Mr. Bacon said there was some on-going discussion on how to address the blank retaining wall adjacent to the Post Office parking lot. There are some possibilities for decorating this space such as plantings, a mural, and graphics. This wall has become objectionable to the neighbors as the wall is very barren.

He noted that there is also interest from the Committee in a distinctive decorative feature such as a mural or mosaic in Phase 2, particularly between Village Street 8/9 and 10. The space could be observed in mid-May.

Mr. Hart asked about the status of the fit-out for the building at the corner of Route 195 and Charles Smith Way. Ms. van Zelm said landlord work on the Hair Cuttery space was complete and had been turned over to the Hair Cuttery to complete the fit-out. They plan to open in the spring. The plans for Wing Stop are being reviewed in the Town's Building Dept. The lease for the third space has not been signed yet and the lessee is not yet known.

Mr. Jones asked about the status of the Think-It Drink-It space. Ms. van Zelm said her last report was that they should open in April.

Ms. Patwa and Mr. Birkenruth said they appreciated prior updates from Mr. Kaufman on tenanting and brainstorming of potential tenants has been helpful. Ms. van Zelm will follow-up with Hart Realty Advisers and The Wilder Companies to see if they can do the same. Ms. van Zelm said that Leyland still owns Phase 2 and is responsible for that tenanting.

Mr. Hart made a motion to go into Executive Session according to CGS §1-200(6) (A). Mr. Birkenruth seconded the motion. The motion was approved unanimously.

8. Executive Session - Personnel in accordance with CGS §1-200(6) (A)

Present: Board members: Mr. Bacon, Mr. Birkenruth, Mr. Hart, Ms. Hasson, Mr. Jones, Mr. Lodewick, Ms. Moran, Ms. Paterson, Ms. Patwa, Mr. Shapiro, Mr. Simpson

Also Present: Ms. van Zelm, Mr. Zaccaro

The Committee came out of Executive Session.

Mr. Lodewick left the meeting.

9. DRAFT Letter to Planning and Zoning Commission on Mansfield Tomorrow

Board members present discussed a draft letter to the Planning and Zoning Commission about the Mansfield Tomorrow: Plan of Conservation and Development.

Mr. Birkenruth departed.

The Board made some suggested changes to the letter and asked that it be put on the Agenda under Executive Director Report for April. This will give the Board enough time to respond for the Planning and Zoning Commission public hearing on April 6.

10. Adjourn

The meeting adjourned at 5:50 pm.

Minutes taken by Cynthia van Zelm and Sarah Delia.